



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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Information Bulletin No. CA 2001-007

To: State Office Branch Chiefs and Field Office Managers

From: Deputy State Director, Support Services

Subject: Western States Basic Records Management Training/Workshop, FY 2001

DD: 02/12/01

The California and the Nevada State Records Managers will be sponsoring a western states basic records management training and workshop to be held at the California State Office, June 11-15, 2001. The target group for this workshop includes administrative assistants, individuals performing records management duties and support services supervisors who are in need of BLM records management background. The course is being designed to afford participants an update on records management issues and some hands-on experience. Various instructors, including the CA and NV State Records Managers will be providing the instruction. There will also be a representative from the National Archives and Records Administration to present discussion on E-mail, life cycle of electronic records, and the new web based "CIPS" enabling customers to request records from storage at the Federal Records Centers.

Attached you will find information pertaining to agenda topics, and a sample nominations format to be completed by individuals interested in, or selected to attend, the session. Information regarding motel reservations, airport transportation, and a location map will be provided to participants prior to the session.

Questions pertaining to this directive or the training session may be directed to the State Records Manager, Louise Tichy, through E-mail or at 916-978-4301. Nomination forms are due to the State Records Manager (CA 944) by February 12, 2001.

Signed:
Karen Barnette
DSD, Support Services

Authenticated:
Liza Raymundo
Records Management

2 Attachments

- 1 - Agenda topics (1 pg.)
- 2 - Nominations format (1 pg.)

WESTERN STATES

BASIC RECORDS MANAGEMENT TRAINING/WORKSHOP

Sponsored by CA & NV State Records Managers

California State Office, Sacramento

June 11-15, 2001

AGENDA TOPICS

Life Cycle Management/Official Agency Records

Integrated Records Management/Subject Codes

Files Management/General Filing Practices

Electronic Records Management & Disposition (CIPS Demo Pending)

Freedom of Information Act (FOIA) Coordination

Directives Management and E-FOIA Access

Mail Management

Mail Room Organization, Documentation & Accountability

CBS (Hands on - Computer Training Room)

Forms Management & Review

Memoranda of Understanding (Processing & Filing)

Land Status Records

Legacy Rehost 2000 (Hands on - Computer Training Room)

Public Contact Representation (Includes Tour of Customer Service Area)

Records Disposition and Retrieval (Work Groups)

BLM and NARA Guidelines

Records Inventory/Vital Records/Records Access Categories

Internet/Intranet Resources (Hands on - Computer Training Room)

Library Management (Includes Tour of BLM/FWS Interagency Library)

**WESTERN STATES
BASIC RECORDS MANAGEMENT TRAINING/WORKSHOP
Sponsored by CA & NV State Records Managers
California State Office, Sacramento
June 11-15, 2001**

NOMINATIONS FORMAT

Participant Name _____

Position Title _____

State/Field Office _____

General Description of Duties:

Topics you would like to have covered (other than those noted on the agenda list):

Areas in which you feel you need special assistance:
